

Comparisons of Job Characteristics

Focus Occupation: [Legal Secretaries \(43-6012\)](#)

Associated Occupation: [Lawyers \(23-1011\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 76

Focus Occupation: Legal Secretaries (43-6012)

Associated Occupation: Lawyers (23-1011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Law and Government	5.9	24.4	13.8	<<	Extensive education and/or training may be required
English Language	11.2	21.6	16.1	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	16.3	12.1	<<	Extensive education and/or training may be required
Administration and Management	8.4	13.5	8.8	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	9.8	3.3	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	8.2	4.0	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 86

Focus Occupation: Legal Secretaries (43-6012)

Associated Occupation: Lawyers (23-1011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Speaking	10.8	17.7	10.6	<<	Extensive development of skills in this area may be required
Critical Thinking	10.8	17.2	9.8	<<	Extensive development of skills in this area may be required
Active Listening	11.0	16.6	11.8	<<	Extensive development of skills in this area may be required

Reading Comprehension	10.7	16.2	13.0	<<	Extensive development of skills in this area may be required
Writing	9.2	15.5	12.9	<	A higher skill level may be required
Judgment and Decision Making	9.4	15.0	7.4	<<	Extensive development of skills in this area may be required
Persuasion	7.4	14.9	5.9	<<	Extensive development of skills in this area may be required
Complex Problem Solving	9.1	14.0	6.7	<<	Extensive development of skills in this area may be required
Negotiation	6.8	13.8	4.7	<<	Extensive development of skills in this area may be required
Active Learning	8.7	13.3	6.9	<<	Extensive development of skills in this area may be required
Time Management	8.9	11.8	8.3	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 93			
Focus Occupation: Legal Secretaries (43-6012) Associated Occupation: Lawyers (23-1011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	18.2	12.5	<<	Extensive improvement in abilities may be required
Oral Comprehension	12.5	17.5	12.9	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	16.9	13.3	<<	Extensive improvement in abilities may be required
Speech Clarity	10.2	16.5	10.4	<<	Extensive improvement in abilities may be required
Written Expression	9.8	16.4	12.2	<<	Extensive improvement in abilities may be required
Deductive Reasoning	10.6	14.2	9.4	<<	Extensive improvement in abilities may be required
Inductive Reasoning	10.2	14.2	7.9	<<	Extensive improvement in abilities may be required
Near Vision	11.1	13.6	14.6	0	Current ability level may be sufficient
Speech Recognition	9.9	13.6	12.2	<	Some improvement in abilities may be required
Category Flexibility	9.0	12.0	9.0	<<	Extensive improvement in abilities may be required
Fluency of Ideas	7.6	12.0	6.8	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 75

Focus Occupation: Legal Secretaries (43-6012)
Associated Occupation: Lawyers (23-1011)

Work Activities	Exclusivity of Activity
Compile information for court cases	85
File documents in court	81
Identify laws or court decisions relevant to pending cases	92
Organize legal information or records	80
Understand legal terminology	81
Use library or online Internet research techniques	21
Write legal documents	85

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 72

Focus Occupation: Legal Secretaries (43-6012)
Associated Occupation: Lawyers (23-1011)

Tools and Technologies	Exclusivity
Audio and visual equipment	4
Business function specific software	1
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Industry specific software	1
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.